



MIDDLETOWN TOWNSHIP PUBLIC LIBRARY
55 New Monmouth Road, Middletown, NJ 07748
Regular Board Meeting Agenda
April 16, 2014 – 7:00pm

CALL TO ORDER

A. MISSION STATEMENT

The Middletown Township Public Library is a civic institution that provides materials, ideas, information, technology and cultural opportunities to enrich, empower and educate.

B. STATEMENT OF ADEQUATE NOTICE

The April 16, 2014 meeting of the Middletown Public Library Board of Trustees is called to order. Adequate notice of this meeting was published in the *Asbury Park Press* on December 2, 2013 and posted in the Library, on the Library website and at Town Hall on Friday, April 11, 2014, in accordance with the Open Public Meetings Act.

C. ROLL CALL

Siebert	<u>✓</u>	Monaghan	<u>✓</u> ^{7⁰⁵} <i>arrived</i>	Breen	<u>absent</u>
Fiore	<u>✓</u>	Nelsen	<u>✓</u>	Cordiano	<u>absent</u>
Altobello	<u>absent</u>	Siwec	<u>✓</u>	Vitkansas	<u>✓</u>

Also present: McOmber ✓ Rinaldi ✓ LaTona ✓

D. Salute to the Flag

I. Public Session on Agenda Items - Statement to the Public

The Board encourages public participation. Individuals wishing to address the board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Each speaker is asked to speak no longer than five [5] minutes and limit their remarks to items on the meeting agenda.

The Board may not respond to questions during the public participation portion.

II. Approval March 19, 2014 Board Minutes

-Regular Session

-Executive Session

III. 2014 Financial Reports – Action

A. 2014 Voucher List

B. Overview 2013-14 Checks

C. Financial Report as of 3/31/14

D. Statement of Financial Assets of 4/1/14

IV. Reports:

-Director

-President

-Finance Committee

-Personnel Committee

V. New Business

Motions:

- Add "For the Good of the Order" to Section 7 of the ByLaws
- To advertise and hire a Teen Librarian
- To advertise and replace a One Full-Time Library Asst.
- To advertise and replace a Page position
- To advertise and hire a PT Computer Service Technician
- To post, interview and provisionally promote from within a Reference Department Manager

2nd Reading/Resolutions:

- Second Reading amending Dress Code Policy 3:09
- Resolution 2014-27** – Expired Stipend –Ms. Kallfisch -Action
- Resolution 2014-28** –Expired/Adjusted Stipend –Ms. Kopp- Action

VI. Public Session

VII. Regular Session

VIII. Adjournment

**Middletown Library Board
Meeting of April 16, 2014
MINUTES**

The meeting began at 7:00 pm.

Board members in attendance were Siebert, Fiore, Monaghan, Nelsen, Siwec, and Vitkansas. Absent were board members Altobello, Breen, and Cordiano. Also in attendance were administrative secretary Wendy Latona, director Kim Rinaldi and attorney Armen McOmber. Two members of the public were also in attendance.

There was no executive session at this meeting.

The following is a summary of some of the major points discussed, with topics in bold for easy search, along with video time stamps so that you may more easily locate a discussion in the meeting video.

Meeting **minutes were adopted** for the March 19, 2014 public and executive sessions.

The library has a **time capsule** that was created years back. The board decided to open it in year 2021, which marks the library's 100th birthday.

Pending an okay from Crossroads, a **book drop** will be placed at the former Lincroft library branch with pick-up expected 3 days per week. This will be done as a pilot program at the Lincroft location only at this time. (timestamp 00:09 mins)

The library has looked into accepting **credit cards**. A 4% surcharge will apply to credit card transactions to offset the fee charged by the vendor. Law may not allow a surcharge on debit cards – this is being reviewed, and a suggestion was made not to accept debit cards in this case. The surcharge allows card transactions to be revenue neutral for the library. There is a one-time hardware cost of a few hundred dollars. (time stamp 00:10)

On **April 25**, library employees will have the opportunity to wear jeans to work in exchange for a minimum donation of \$5 to 180 Turning Lives Around. The idea is to help raise funds and awareness.

A new product called **Hoopla** is being tested. Hoopla will allow streaming of music, audio, and movies for free to patrons, and is compatible with Android and Apple devices. Some other big libraries are using the service and like it. The cost would be \$12,000 annually as a flat minimum rate, and \$1.80 min cost per item circulated above that, though it was noted the other libraries had not exceeded the \$12,000 threshold. Monies to cover the \$12,000 cost will come from the budgets for DVDs (\$4000) and audios (\$8000). (time stamp 00:23)

A Rutgers intern will be working at the library this summer. The library is also looking for one or more **volunteers**. (time stamp 00:28)

The library plans to make its **conference rooms available to for-profit businesses for a fee**. The fee would not apply to non-profits and community organizations.

The library will have a **float** in the Middletown 350 parade. Eleven persons have volunteered for this.

In recognition of **Autism Awareness Month**, the lights in the library's parking lot will be blue for the month of April.

April 14-19, 2014 is national library week.

The employee dress code was discussed. T-shirts promoting library activities are okay.

The director recommended **constructing another conference room** in the unused office space behind the counter adjacent to the periodicals wall. The new room would serve as an overflow space for local meetings and also will bring in rental revenue. Committeeman Fiore said the township may agree to pay for the construction in exchange for free use of the space. He also noted that the township just replaced the furniture in its own conference room and that he would check to see if they still had the old table.
(time stamp 00:33)

Subcommittee reports. (time stamp 00:38)

It was agreed that an item would be added to future meeting agendas for board member comments to allow for other matters to be brought up.

The director recommended several **new hires or replacements and one promotion**. She noted there were several retirements that left them short-staffed. The board adopted the recommendations. (time stamp 00:40)

The director recommended downward adjustments to **budgeted amounts** for certain materials in line with prior year spending to free up monies for other purposes. The board voted to adopt this change.
(time stamp 00:48)

The director recommended adjustments to **stipends** for additional work performed by key staff when no director was in place. The resolutions allowed for additional compensation for these staffers on an ongoing basis as needed. The board adopted these changes.

Public comments. (time stamp 01:00 hour)

Melanie Elmiger commented on a few issues:

- She asked if credit card payments would be allowed online and was told IT staff would need to be consulted regarding this.
- She asked about the status of the library's parking lot improvement, the cost for which was included as part of a township bond ordinance in 2012. Mr. Fiore said that it was given priority as a capital project for this year and that work is expected to be done this summer.
- She asked if a line item was added on the budget to separately account for fine and copier fees and was told it would be added. She asked if a resolution was needed to make the change and was told the board would address this at the next meeting.
- She asked if an organizational chart similar to what the county has could be made available online.
- She asked about the number of retirees and related costs. The information was not readily available.
- She asked if any work had been done on the strategic plan, which she noted is important as the basis for budget decisions. The director said that this is a huge project, that typically a strategic plan committee would be formed to focus on it, and that there had been no recent work on it.

Linda Baum had some comments: (time stamp 01:06)

- She asked for clarity as to the dates for library week and location of the new conference room to be constructed.
- She noted that there had been a significant number of absences in the last year. She pointed out that the board had specifically added an attendance provision to their bylaws in 2012 requiring board members to have a valid reason for absences. She said that the new provision would seem to require that absences and reasons for them be accurately tracked. Mr. Siebert stated that the meeting minutes list attendance. The board's attorney said that the bylaws provision uses

standard wording, and Mr. Fiore said that strict application of the rule would discourage volunteerism. Ms. Baum questioned why then there was a need to add the provision in the first place and noted that persons who accept a board appointment are aware of the service requirements.

The meeting concluded at 8:20 pm.